

# Short Courses, Forums and Special Meetings

## Sunday, July 7—Monday, July 8, 2002: **Tools for Detecting Improper, Unethical, and Illegal Laboratory Practices** Nancy W. Wentworth, P.E. and Fred Siegelman, Ph.D., EPA Quality Staff

Although most laboratories provide data of known and documented quality, instances of improper, unethical, and illegal laboratory practices continue to be of paramount importance to the public and private sectors. It is crucial that laboratory assessors are aware of the types of problems that can occur and how to detect them during a laboratory assessment. The EPA, other federal departments, and the commercial laboratory community are continuing to partner on educational activities to detect the occurrences of improper, unethical, and illegal practices. This one-and-a-half day program focuses on tools that laboratory assessors can use to help detect these activities. Topics include:

Assessment Planning	Interview Technique	Records Review
Suspect Practices	Data Assessment	Documentation

This course is targeted to laboratory assessors. A basic knowledge of laboratory assessments and a general knowledge of laboratory technical systems is a prerequisite.

**Class size is limited to 50 participants and space will be allotted on a first-come-first-served basis.**

**Registration Required**

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## Monday, July 8—Tuesday, July 9, 2002: **Measurement Uncertainty** Marlene O. Moore, Advanced Systems, Inc

The one-day measurement uncertainty training provides a basic understanding of the principles for developing uncertainty programs. The course includes discussions on the various approaches to measurement uncertainty including those proposed by U.S. Army Corps of Engineers, U.S. Navy personnel and accreditation bodies in Europe, Canada and New Zealand.

The course content includes the following:

- Identify international definitions and other terms used in scientific measurement for defining the estimation of uncertainty.
- Summarize the current application of measurement uncertainty for conformance to ISO/IEC 17025 requirements for chemical and other non-calibration testing laboratories.
- Calculate the uncertainty for federally mandated, consensus, newly developed or custom test methods (Performance Based Measurement System). Students should bring scientific calculators to class.
- Propose alternatives for uncertainty calculations for laboratory uncertainty and measurement uncertainty that fit in the framework of NELAC.

**Class size is limited to 50 participants and space will be allotted on a first-come-first-served basis**

**Registration Required**

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## Monday, July 8, 2002: **Laboratory Fraud—What to do? - A Forum**

**EPA: Andrew Lauterback, Region 1; Richard Ross, OCEFT and Nancy W. Wentworth, Quality Staff**

Fraudulent laboratory practices undermine the integrity of the self-reporting requirements that are a foundation of state and federal environmental programs. It also hurts those law abiding laboratories who comply with all the applicable, and sometimes costly, analytical protocols. Moreover, laboratory fraud is a crime. In this presentation, representatives from EPA's Office of Criminal Enforcement, Forensics and Training and EPA's Quality Staff will discuss how EPA is responding to the serious problem of laboratory fraud. They will define laboratory fraud and explain the types of fraudulent laboratory practices that have been encountered. They will also inform you about how EPA is responding to this growing problem and what you should do when you suspect instances of laboratory fraud.

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## Monday, July 8, 2002: **2nd Annual Meeting: Provision of Proficiency Test Studies by NIST-Accredited Providers for US EPA/State Water Programs**

**Reenie Parris NIST, Analytical Chemistry Division,**

This working meeting is a forum for discussing the provision of proficiency test studies by NIST-accredited providers for selected US EPA/State water programs. The current status, issues and future directions will be the focus of presentations and discussions by representatives of NIST, EPA, PT Providers, States/NELAC/Accrediting Authorities, and PT study participants.

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## Tuesday, July 9, 2002: **ELAB Open Forum**

This is an excellent opportunity to suggest topics or issues to the Environmental Laboratory Advisory Board for consideration.

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## Thursday, July 11, 2002: **Environmental Laboratory Advisory Board Meeting**

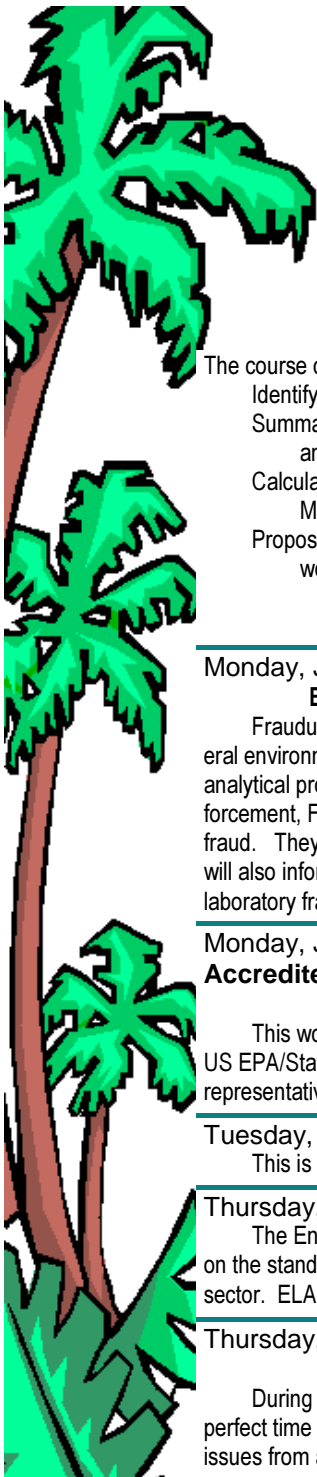
The Environmental Laboratory Advisory Board (ELAB) is a federally chartered advisory committee that offers consensus advice on the standards from a wide range of interests, including private industry, local government, Indian tribes, and the environmental sector. ELAB will discuss the restructuring of NELAC among other issues.

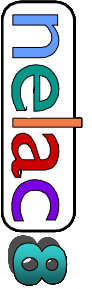
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## Thursday, July 11, 2002: **Stump Your Accrediting Authority**

**Anne Rhyne, Moderator, TNRC, NELAC Board of Directors**

During this session you will have the opportunity to interact directly with all the NELAP Accrediting Authorities (AAs). This is the perfect time to ask questions that affect accreditation by more than one NELAP AA, to gain assistance for some of your more difficult issues from a cross section of the NELAP AAs, and to identify any problems that affect the implementation of the standards.





Tampa, Florida

Return Service Requested

MS 6511

Florida Department of Environmental Protection  
Environmental Assessment Section  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

## Board of Directors and Committee Chairs

### Board of Directors

Ms. Sylvia S. Labie, Chair  
Dr. Paul B. Kimsey, Chair-Elect  
Dr. Charles D. Brokopp, Past Chair  
Ms. Jeanne Hankins, Director  
Mr. Ed Kantor, Executive Secretary  
Ms. Anne Marie Allen  
Mr. Wayne Davis  
Mr. Thomas Mahoney  
Ms. Anne Rhyne  
Ms. Aurora Shields  
Mr. Joseph Slayton

### Administrative Committee Chairs

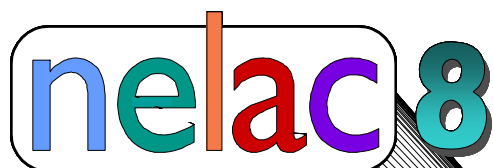
Ms. Sherry Clay, Membership & Outreach  
Dr. Charles D. Brokopp, Nominating

### Standing Committee Chairs

Dr. Kenneth W. Jackson, Program, Policy & Structure  
Ms. Barbara J. Burmeister, Proficiency Testing  
Mr. Alfredo Sotomayor, On-Site Assessment  
Mr. Gleason Wheatley, Accreditation Process  
Dr. Frederick Siegelman, Quality Systems  
Mr. Louis Johnson, Accrediting Authority  
Dr. Barton Simmons, Field Activities  
Mr. Kevin Coats, Regulatory Coordination

### Ad Hoc Committee Chairs

Mr. Matthew Caruso, National Database  
Dr. Paul B. Kimsey, Transition



*National Environmental Laboratory  
Accreditation Conference*

Eighth Annual Meeting  
July 7–July 12, 2002

Wyndham Harbour Island Hotel  
725 S. Harbour Island Boulevard  
Tampa, Florida 33602  
(813) 229-5000


A stylized map of the state of Florida in a teal color. A black star is placed on the west coast of the state, indicating the location of Tampa. A black line with a hatched pattern extends from the "nelac 8" logo to the star.

**Tampa, Florida**

**Co-Sponsored by  
U.S. Environmental Protection Agency  
and  
Florida Department of Environmental Protection  
with the help of  
University of Florida Center for Training, Research and Education for Environmental Occupation  
and  
Florida Department of Health Environmental Laboratory Certification Program  
in cooperation with  
the States, Territories, and other Federal Agencies**

# Preliminary Schedule

July 7 to July 12, 2002

Sunday July 7, 2002	Monday July 8, 2002	Tuesday July 9, 2002	Wednesday July 10, 2002	Thursday July 11, 2002	Friday July 12, 2002
Tools for Detecting Improper, Unethical and Illegal Laboratory Practices 9:00—6:00	<b>Concurrent Activities</b> Tools for Detecting Improper, Unethical and Illegal Laboratory Practices 8:00—12:00  NIST/NELAC Proficiency Test Meeting 9:00—4:00	Registration: 8:00—5:00 Measurement Uncertainty 8:00—11:30	Registration: 8:00—5:00 <b>Concurrent Sessions</b> Accreditation Process On-Site Assessment Quality Systems 9:00 to 12:30	Registration : 8:00—5:00 <b>Concurrent Sessions</b> Membership & Outreach National Database Nominating Regulatory Coordination 8:00—10:00	Voting and Closing Sessions 8:30—1:30
	Lunch (on your own) 12:00—1:00	Lunch (on your own) 11:30—12:30	Lunch (provided) 12:30—1:30	Committee Reports 10:30—12:30	
	<b>Concurrent Activities</b> Measurement Uncertainty 1:00—5:00  Registration: 2:00—5:00	Opening Session 12:30—2:00  Joint Session of the Program, Policy & Structure and Transition Committees 2:00—5:00	<b>Concurrent Sessions</b> Accrediting Authority Field Activities Proficiency Testing Quality Systems 1:30—5:00	ELAB 1:30—5:00	
	NEIC Forum 5:30—6:30	ELAB Open Forum 5:00—6:00		Stump Your AA 5:00—6:00	
			Hosted Banquet 6:00—9:00		



## Travel Information:

**Wyndham Harbor Island**  
725 S. Harbour Island Boulevard  
Tampa, Florida 33602  
Phone: (813) 229-5000 or 1-800-WYNDHAM  
Fax: (813) 229-5322  
URL: [www.wyndham.com/HarbourIsland](http://www.wyndham.com/HarbourIsland)

Ask for "NELAC Rate": Single: \$89.00 + Tax  
Double: \$99.00 + Tax  
Make Travel Reservations before **June 8, 2002**.

### Getting there:

BY PLANE: The closest airport is Tampa International Airport. The hotel offers a free shuttle service to and from the airport from 7:00 am to 10:30 pm. Call 813/229-5000 or use the hotel phones near the baggage claim area in the airport.  
YELLOW CAB: 813/253-0121 \$20 one-way\*

### Getting there, continued:

THE LIMO-THE AIRPORT CONNECTION (A Super Shuttle Company): 1-800-282-6817 or 813/877-5466 \$7 one-way\*

Once you have received your baggage, proceed to the designated limousine corner located on this level and check in at the limousine booths. Make reservation at least one day prior to travel.

#### BY CAR:

**From I-4** (Orlando or I-75): Take I-275 S exit. Take Exit # 25 towards **downtown-west**. Merge onto N. Ashley Drive.

**From I-275 S** (St. Petersburg or Airport): Take Exit #25 towards **downtown-east/west**. Keep right at fork in the ramp and merge onto N. Ashley Drive.

**North Ashley Drive:** Follow signs to Harbour Island

\*All prices are subject to change.

**For Conference Information:** Dawn Jenkins, (352) 392-9570 ext. 127 or 112; Fax: (352) 392-6910  
Email: [djenkin@treeo.docce.ufl.edu](mailto:djenkin@treeo.docce.ufl.edu)

# National Environmental Laboratory Accreditation Conference

July 7-July 12, 2002

Tampa, Florida

## Eighth Annual Meeting Registration Form (P#030204)

Please Copy this form and submit a separate registration for each individual, or register online at <http://www.epa.gov/ttn/nelac/>  
**Conference Materials are also Located at the Above Website. Check frequently for new Information.**

Name: \_\_\_\_\_

As it will appear on you name badge

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Special Accommodations:

☐ Meal Preference: \_\_\_\_\_

i.e., Vegetarian, Kosher, etc.

☐ Other Accommodations: \_\_\_\_\_

i.e., Hearing Devices

### Primary Affiliation (check one Category):

#### Government:

- ☐ State ☐ County/Local  
☐ EPA ☐ Indian Tribe  
☐ Federal (Other) \_\_\_\_\_

#### Private Sector:

- ☐ Private Laboratory ☐ Academia  
☐ Assessor Body ☐ EPA-Regulated Industry  
☐ Environmental Interest Group  
☐ Other (please specify): \_\_\_\_\_

### Please Check one:

- ☐ I am attending NELAC 8 as a voting member  
☐ I am attending NELAC 8 as a contributor

### If you are a voting member:

- ☐ I will vote as a Delegate  
☐ I will vote as a Representative/Alternate\*  
☐ I am a NELAP Laboratory Assessor: \_\_\_\_\_

State

\*Representatives and Alternates are designated as specified in Article VI, Section 1 of the NELAC Bylaws.

### My Plans:

- ☐ Tools for Detecting Lab Problems ☐ NIST Meeting ☐ ELAB Open Forum ☐ Stump your AA  
☐ Measurement Uncertainty ☐ NEIC Laboratory Fraud ☐ ELAB Meeting

## Conference Fees

### Conference Registration Fees:

- ☐ \$175.00 for early registration (received by June 3, 2002\*)  
☐ \$225.00 for late registration (received after June 3, 2002)  
☐ \$30.00/person for banquet Number Attending: \_\_\_\_\_

Registration fee includes all committee meetings, networking sessions, lunches, breaks, all handouts and a set of the 2001 NELAC Standards.

### Tools for Detecting Lab Problems

- ☐ \$95.00 for early registration (received by June 3, 2002\*)  
☐ \$150.00 for late registration (received after June 3, 2002)

### Measurement Uncertainty

- ☐ \$175.00 for early registration (received by June 3, 2002\*)  
☐ \$225.00 for late registration (received after June 3, 2002)

\*Registration with payment must be postmarked before June 3, 2002 to qualify for the \$150.00 rate. Only purchase orders from State and Federal Government agencies can be accepted.

Total Remittance: \$ \_\_\_\_\_

**Cancellation:** If you cannot attend, written notification must be received by July 3, 2002. You may either send a substitute or receive a refund.

### Payment Options:

- ☐ Purchase Order # \_\_\_\_\_  
☐ Check  
☐ Visa ☐ Master Card ☐ American Express  
Charges will appear as "University of Florida"

Account #: \_\_\_\_\_

Expires: \_\_\_\_\_

Name: \_\_\_\_\_

Print name as it appears on the card

**Make payment in U.S. Currency to:**

**University of Florida**

**FEID #: 59-6002052**

### Send Payment & Registration Form to:

University of Florida, TREEO Center  
3900 S.W. 63rd Blvd.  
Gainesville, FL 32608  
(352) 392-9570 ext. 127 or 112  
Fax: (352) 392-6910



# National Environmental Laboratory Accreditation Conference

## What is NELAC?

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of state and federal agencies established to develop uniform laboratory accreditation standards. NELAC voting members include state and federal agencies; other stakeholders provide comments at all stages of the standards development process. A federally-chartered advisory committee, the Environmental Laboratory Advisory Board (ELAB), offers consensus advice on the standards from a wide range of interests, including private industry, local government, Indian tribes, and the environmental sector. NELAC operates as follows:

- ⇒ States and federal agencies adopt standards and serve as accrediting authorities.
- ⇒ A multi-government team evaluates states' accreditation programs and recommends recognition of the programs; all recognized accrediting authorities agree to accept reciprocity.
- ⇒ Accrediting authorities perform laboratory assessments or contract with a third party for performance of the on-site assessment.
- ⇒ Laboratories seek accreditation within their state, if available.

## Who Should Attend?

Anyone interested in the production of sound environmental data should attend this meeting. State and federal officials, environmental laboratory representatives, trade associations, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, regulated manufacturing industry, engineers and consultants will find the sessions valuable to their work. If your interest is nationwide acceptance of your state's accreditation, avoidance of costly laboratory inspections with varying requirements, or participating in the development of national standards that are practical, effective and cost-efficient, then you should participate in NELAC 8.

## Why Should you Attend?

Why should you attend NELAC? NELAC is headed in a new direction! There will be a special combined session of Program Policy & Structure Committee and Transition Committee on NELAC's future. This session follows the Opening Plenary and will, in turn, be immediately followed by the ELAB Open Forum. You will hear about plans for increased participation by the private sector, long term sustainability of NELAC, and the progress and timeline for moving toward these goals. Your attendance will assist in making a successful transition to the new structure. We've modified the schedule so all can attend without forgoing any of the other committee sessions. Make sure you don't miss this opportunity.

## What to Expect at NELAC 8

In addition to plenary sessions, committee sessions, the ELAB meeting and a NIST-sponsored meeting, three forums, two training workshops are scheduled:

- ⇒ "Tools for Detecting Improper, Unethical, and Illegal Laboratory Practices" is targeted for NELAC laboratory assessors, although laboratory participation is welcome.
- ⇒ "Measurement Uncertainty" will provide a basic understanding of the principles for developing uncertainty programs and includes discussions on the various approaches to measurement uncertainty.
- ⇒ The "ELAB Open Forum" is an excellent opportunity to suggest topics or issues to the Environmental Laboratory Advisory Board for consideration.
- ⇒ The "Laboratory Fraud Forum" will highlight EPA activities relating to inappropriate laboratory practices, how to handle them and what to do if suspected. This is your opportunity to ask questions about responding to suspected laboratory misconduct, whether you are a regulator or a laboratorian.
- ⇒ "Stump Your Accrediting Authority" is the laboratories' opportunity to ask questions of all 12 accrediting authorities.
- ⇒ This year's **Banquet** will be held at the Florida Aquarium. Admission to the Aquarium is included with the banquet fee.

